Create Dependent

People · Service · Business

LINK

Table of Contents:

Log in to the Employee Work Center

1. Type your **User Name** press tab and then type your password.
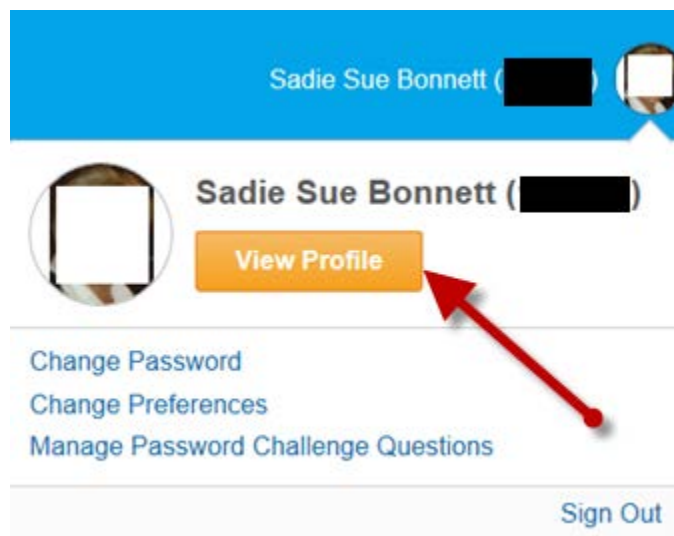2. Click **Sign In** (or press Enter).

Create Dependent – Employee

This user guide will walk you through adding Dependents in the Employee Work Center.

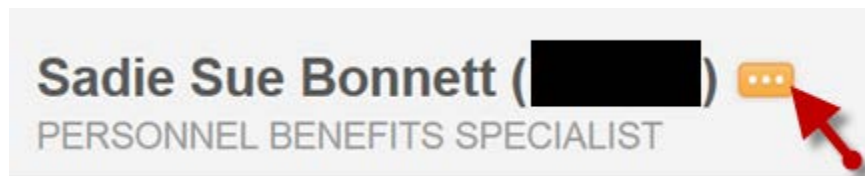1. From any page, click your name in the upper right-hand corner of the page.

2. The drop down window for your profile will open, click on the orange **View Profile** button.
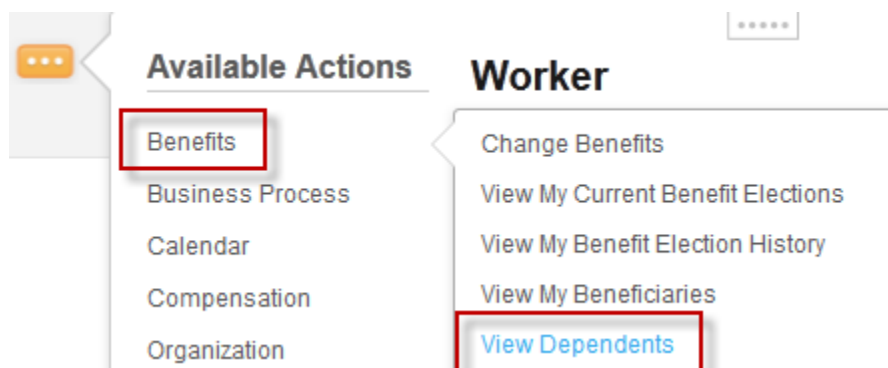
3. Your employee Worker page will open; click the orange **Related Actions** icon behind your employee ID number.

Add Dependent

1. Hover over **Benefits** and select **View Dependents.**

2. Click the **Add** button to create a new dependent.
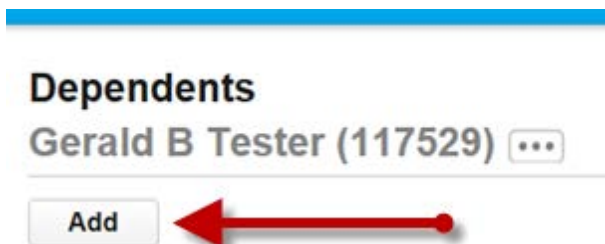
3. Answer all questions in the four sections, listed below. You can either click immediately to the right of each field OR click the paper/pencil at the far right of each line.

   a. Dependent Options.

   b. Dependent Personal Information.

   c. Contact Information.

   d. Identifier Information.

Dependent Options

1. Click the Prompt Icon in the search field.

a. **Effective Date and Reason** – The Date will automatically populate with the date the employee started the Add or Edit Dependent Process.

b. **Reason** (under Effective Date) – This box does not need to be populated.

c. **Use as Beneficiary** – Click on the wording **Use as Beneficiary** if you want to include the dependent you are creating as a beneficiary, and then click the checkbox. If you do not want to use the new dependent as a beneficiary, you do not need to click Use as Beneficiary at all.

Dependent Personal Information

1. All areas with a red * must be populated with the correct information.

Contact Information

1. The address might already be populated in the Use Existing Address. The employee can use that address if it is correct by clicking the Done (green arrow) button at the bottom.

2. If the address in incorrect, click the X in front of the address to remove the current address and add the correct address.

3. Once the address has been updated click **Done** (green arrow).

   NOTE: ALL FIELDS WITH A RED * ARE REQUIRED.

Identifier Information

1. To enter the Social Security Number for the dependent, click the plus sign (+) to the right of National IDs.
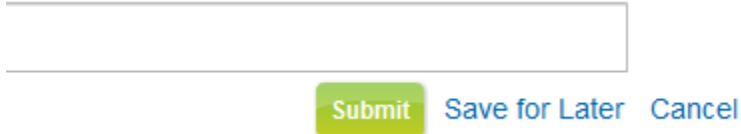

2. In the Country box, you can:

   a. Type part of the country name, and then press enter OR

   b. If it is USA, click the prompt to the right of the box, then go to Preferred Countries to select United States of America OR

   c. If it is another country, go to By Country Alphabetically, then select the first letter of the country, and then click the correct country.

3. Click the prompt to the right of the box for National ID Type. For the majority of dependents being created, the employee will select Social Security Number (SSN).

4. Once the National ID Type is entered, the Identification # box will allow you to enter the dependent's Social Security Number.

5. The employee can follow the same process and enter the identical information into the next row for Government IDs, if necessary.

6. When the employee has completed the IDs, he/she will click the green Submit box at the bottom of the page to finish the process of creating the new dependent.

Submit   Save for Later   Cancel

The new dependent can now be added to benefit coverage through Life Events.

LINK Help Desk Contact Information

The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center
- The Recruitment & Selection Center

URL: https://ciohelpdesk.nebraska.gov/User/
Email: as.linkhelp@nebraska.gov
Phone: 402.471.6234